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2 April 1956

MEMORANDUM FOR: Deputy Director (Intelligence)
Deputy Director (Plans)
Deputy Director (Support)

SUBJECT: Special Requirement for On Duty Personnel

REFERENCE: Memo from Acting DCI to same addressees, dated
28 March 1956, same subject (ER 8-0833).

1. In the referenced memorandum, the Acting Director of Central Intelligence has authorized the selection of on duty employees to fill an immediate and urgent requirement for clerical personnel. The importance of this work is such that it cannot be delayed while recruitment for normal assignment is in progress; therefore, present employees may be permanently assigned to or may be temporarily detailed for a period of six months to this activity. This memorandum is written for the guidance of officials concerned with the selection of personnel for this special assignment in discussing prospective detail to this activity with employees who are nominated for it.

2. This call for assistance on the part of offices and employees is consistent with the Career Service concepts of the Agency with regard to the development and maintenance of a versatile and mobile force of employees who are available to serve the Agency whenever and wherever they are most needed, after taking into consideration the careers and personal circumstances of the individuals. Willingness to serve under the circumstances and good performance on the job is an important factor in measuring the individual for continued suitability and motivation for a career with the Agency.

3. As in this case, where urgency of action is paramount, it is not practicable to attempt the matching of the GS grade of each employee with the normal grade of each job, therefore, some employees may be temporarily placed in positions higher than their grade while others may be placed in positions which would normally be classified lower than their grades. The urgency of the situation dictates that such considerations be temporarily waived. However, in either case the employee is expected to contribute his utmost to the success of the job and this situation will not work to his detriment. A lower grade employee in a higher grade job will not be criticized or penalized if his best effort does not fully meet the standards used in judging an employee who is at the grade of the job. On the contrary he will be given full credit for the effort he has made and may well establish the fact of his ability to assume higher grade

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positions. A higher grade employee in a lower grade position is expected to accept this temporary situation without reservation and to produce a superior job. For this he will be given full credit he would have received for performing in a job equal to his grade. In either case full career service consideration will be given to employees who are assigned or detailed to this activity. In the case of detailed employees their parent office or career service should see that these employees receive all consideration for promotion while on this detail that would be otherwise given them. In this connection promotions, otherwise appropriate, of detailed employees may be effected by the career service concerned without regard to the grade of the position to which the employee is temporarily detailed. Employees permanently assigned to this activity will, of course, be considered for advancement by the career service of the activity.

4. The above statements must not be construed as an implication that employees will be promoted solely as a result of assignment or detail to this activity and no such indication should be given the employees. The purpose of the statements is to clarify the fact that promotions, otherwise appropriate, will not be jeopardized as a result of such assignment. The only direct reward to the individuals concerned will be the knowledge that they are rendering valuable and timely assistance to the Agency in an urgent need and such service is tangible evidence of the motivation of employees toward the career service of the Agency.

5. Assignment of employees to this activity will be accomplished by the Director of Personnel after nomination by the Offices and Career Services concerned.

6. Employees nominated for this purpose should be referred to the Personnel Placement Officer (Personnel Assignment Division, Office of Personnel) who now regularly serves the office making the nomination. The Placement Officer will consider each case and will refer the files of those recommended for acceptance to the Director of Personnel. The individual concerned should then continue in his regular job until he is notified of approval by the Director of Personnel of his assignment. He will then be instructed with regard to reporting for this special assignment. It is anticipated that more employees will be nominated than the maximum number which can be accommodated by the Activity due to limitations of space and facilities. In such cases the employee will be notified by the Director of Personnel that his services cannot be utilized for this purpose at this time but the fact of his nomination and willingness to service will be made a matter of official record in his personnel folder.

7. The job to be performed is classified, therefore details regarding the type of work will be given only after final selection of the employees. However, for the information of the employees

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their qualifications for the job will have been passed upon by the Placement Officer and the Director of Personnel. The work can be compared to normal office work performed in many offices of the Agency. The location is in the present campus area near the Lincoln Memorial. It is not hazardous work and, except for the rotating work shifts, could be compared to normal government office work in every respect. Although it is normal work it is nevertheless vital to the Agency that this job be performed without delay.

8. In preliminary discussions regarding their proposed assignment, prospective candidates should also be given the following additional information:

a. Positions of GS-6 and below will generally be available for either permanent assignments or details for a period up to six months.

b. Positions will also be available for Grade GS-7 through GS-9 candidates on a six months detail basis.

c. Since there will be two weeks of on-the-job training, special qualifications, although acceptable, are not required.

d. Working hours involve night work with three shifts (0700 to 1530, 1500 to 2330, 2300 to 0730) and rotation from each shift after one week.

e. The work-week will be from Monday through Saturday.

f. Overtime and night differential, where applicable, will be paid.

h. Transportation between the place of work and appropriate public transportation terminals will be provided at 2300 and 2330 hours.

9. Each Deputy Director has been assigned a quota for the number of employees to be released for this Activity. It is assumed that each Deputy in turn has or will assign quotas to components of his organization. It is requested that the components given quotas be furnished copies of this memorandum which may be shown to the employees. Those who are nominated should sign this memorandum which should then be forwarded to the Placement Officer. It is also requested that all components be advised that information or elaboration not contained in the Director's memorandum on the subject of these assignments dated 28 March 1956, Memoranda subsequently issued by the Deputy Directors, this Memorandum, and subsequent official issuances on the subject may not be discussed.

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It is desired that discussions with the employees, except routine non-classified, non-speculative details, be limited to official written data. In the event questions arise which are not answered in these official documents the matter should be referred to the Director of Personnel for written reply.

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Acting Director of Personnel

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